

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF ILLINOIS



POSITION:	Judicial Law Clerk to New Magistrate Judge, Term (available September 2016)
VACANCY NUMBER:	2016-07
LOCATION:	Benton, Illinois
SALARY RANGE:	JSP 11 (\$59,246) to JSP 14 (\$129,723), depending on qualifications*
DATE POSTED:	April 25, 2016
CLOSING DATE:	May 16, 2016, at 4:00 pm

* Position is promotion eligible without further competition

POSITION SUMMARY

The United States District Court for the Southern District of Illinois is seeking a full time term judicial law clerk to a new United States Magistrate Judge. This law clerk position is for one year with the possibility of extension (not to exceed four years) and is available in September 2016. A law clerk provides legal support to the judge by conducting legal research and preparing legal documents, such as orders, memoranda, and draft opinions on both civil and criminal cases.

SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES

Review legal submissions (such as motions, petitions, supporting and opposing briefs), research and identify issues, and draft orders for the Magistrate Judge's review in a wide variety of practice areas in both civil and criminal cases. Manage docket and prioritize projects to ensure that motions are briefed prior to hearing, motions are cleared in a timely manner, motions are resolved in advance of final pretrial conference or settlement conference, and cases are ready to be called out to trial when scheduled. Perform administrative functions such as editing, proofreading, docketing in electronic case filing (CM/ECF) system, telephone communications, and scheduling. Coordinate with personnel in clerk's office, U.S. Marshals Service, and other judicial chambers to ensure efficient disposition of cases. Keep abreast of changes in the law.

QUALIFICATIONS STANDARDS

Applicant must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school approved by either the American Bar Association or the Association of American Law Schools and have demonstrated one of the following accomplishments or proficiencies:

- Standing within the upper one-third of the law school class;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Proficiency in legal studies that, in the opinion of the judge, is the equivalent of one of the above.

To qualify for grade 12, one year of legal work experience is required; to qualify for grade 13, two years of legal work experience; and to qualify for grade 14, three years of legal work experience with two of the three years having been served in the federal judiciary as a chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk. With the exception of grade 11, a bar membership also is required.

LEGAL WORK EXPERIENCE

Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while on military duty may be credited on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school.

COURT PREFERRED SKILLS

Experience in the federal judicial system, especially as a law clerk. Experience with electronic case filing systems, such as CM/ECF. Proficiency in Westlaw and/or Lexis. Excellent academic credentials. Superior research and writing skills. Strong organizational skills. Ability to prioritize tasks and juggle competing demands. Applicant must possess proficient typing and personal computer skills. Desirable qualifications include: self-motivated, detail-oriented, reliable, excellent oral and written communication skills, superb analytical skills, understanding of court processes, familiarity with Federal Rules of Civil and Criminal Procedure, familiarity with prisoner civil rights litigation, ability to work as part of a team, professionalism, integrity, and an aptitude for working well under pressure.

BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause. Judicial chambers law clerks are covered by the Judiciary Salary Plan. Optional federal benefits include health, life, and long-term care insurance, flexible spending accounts for health and dependent care, and dental and vision insurance. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

BACKGROUND INVESTIGATION REQUIREMENTS

As a condition of employment, the selectee considered for this position is required to undergo an FBI background check. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check.

PROCEDURES FOR APPLYING

Application packets should include the following:

- Cover letter;
- Résumé;
- AO 78 Application for Judicial Branch Federal Employment (located on the court's website at www.ilsd.uscourts.gov);
- Names, addresses, and telephone numbers of three professional references; and
- One writing sample (not edited by others) limited to no more than 10 pages.

Application packets should be sent to:

United States District Court / Southern District of Illinois
ATTN: Human Resources Administrator--Confidential, 2016-07
750 Missouri Avenue
East St. Louis, Illinois 62201-2954

Applications must be received by 4:00 p.m. on the closing date. Please do not email or fax application materials. Incomplete and late application materials will not be considered. Application packets may be reviewed and considered upon receipt, and interviews may be conducted prior to the closing date of this announcement.

Applicants must be United States citizens or eligible to work in the United States. Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the Southern District of Illinois. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. If a similar position within the District Court opens within 30 days of the closing date of this announcement, applicants under this announcement will be considered without further advertisement and competition. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

Court's Mission

Our mission is to resolve judicial matters fairly and justly in a manner that will uphold and defend the Constitution of the United States. We are committed to doing so through communication and education in order to ensure respect for the Court. We work to resolve disputes in a timely and efficient manner to promote the public's confidence and trust in the Judiciary of the United States and to protect individual rights and liberties through law.

Clerk's Office's Mission

The mission of the Clerk's Office is to provide administrative and case management support to the district court, members of the bar, the public, and all government agencies in a professional, timely, and efficient manner. Through teamwork, we perform our duties with courtesy, respect, equality, and fairness, thereby promoting public trust and confidence in the judicial system. Success is linked to commitment, and we are committed to excellence.

THE UNITED STATES DISTRICT COURT FOR THE SOUTHERN DISTRICT OF ILLINOIS IS AN EQUAL OPPORTUNITY EMPLOYER